



CANNON BUILDING  
861 SILVER LAKE BLVD., SUITE 203  
DOVER, DELAWARE 19904-2467

STATE OF DELAWARE  
**DEPARTMENT OF STATE**

DIVISION OF PROFESSIONAL REGULATION

TELEPHONE: (302) 744-4500  
FAX: (302) 739-2711  
WEBSITE: WWW.DPR.DELAWARE.GOV

PUBLIC MEETING MINUTES:	<b>BOARD OF ARCHITECTS Subcommittee Meeting with Delaware Technical Community College</b>
MEETING DATE AND TIME:	<b>Wednesday, January 2, 2013 at 1:30 p.m.</b>
PLACE:	<b>861 Silver Lake Blvd., Conference Room B, Second floor, Dover, Delaware</b>
MINUTES APPROVED:	<b>January 16, 2013</b>

**MEMBERS PRESENT**

Peter H. Jennings, RA, Professional Member  
Richard Wertz, RA, Professional Member  
John Mateyko, RA, Professional Member  
David Pedersen, Delaware Technical Community College

**DIVISION STAFF/DEPUTY ATTORNEY GENERAL**

Meaghan Jerman, Administrative Specialist II

**OTHERS PRESENT**

Nancy Payne, Delaware Chapter of AIA

**Call to Order**

Mr. Jennings called the meeting to order at 2:45 p.m.

**Old Business**

**Review of December 5, 2012 Meeting Minutes**

Mr. Wertz made a motion to accept the December 5, 2012 meeting minutes as submitted, seconded by Mr. Pedersen. The motion carried unanimously.

**New Business**

Mr. Pedersen requested that future agendas be amended to reference the project as the Delaware Tech Service Learning Project. Ms. Jerman will make this update on future agendas. Mr. Pedersen made a motion to nominate Mr. Jennings as Chair of the subcommittee. Mr. Wertz seconded the nomination and it carried unanimously.

The subcommittee agreed their next meeting will be held on January 16, 2013 at Delaware Tech in Georgetown. This meeting will be publicly noticed. Board of Architect (BOA) members reviewed Delaware Tech's Proposal and Project Agreement and offered feedback and suggestions. Mr. Jennings suggested further clarification of the term "charitable organization" as is contained on a draft of the Community Project Agreement. Mr. Mateyko inquired what the expectation was of the selected organization with regard to compensation. Mr. Pedersen explained that it was his understanding that in the past any payments received in exchange for the project deliverables would be placed in a scholarship fund at the College. Mr. Mateyko expressed his discomfort with the project if it involved any form of compensation and inquired if Mr. Pedersen and Delaware Tech would be comfortable moving forward if there was no compensation exchanged. Mr. Pedersen agreed this would not be an issue and assured the subcommittee members that it would be his preference that compensation not be a component of the Project. Mr. Mateyko emphasized that he may not be willing to consider an agreement that included compensation for the College.

Mr. Pedersen explained benefits of the community project include providing the organization a clear vision of what the building possibilities were for their organization. Mr. Jennings and Mr. Mateyko emphasized the importance of removing on the Community Project Agreement form that a registered architect must be overseeing the project. They agreed that this clouds the issue and also creates an increased liability for the instructor. Mr. Pedersen agreed with this suggestion. Mr. Wertz stated that he does not see any issue in providing paper documents at the conclusion of the program, but does not want any electronic files being provided. Mr. Pedersen expressed concern that an organization could choose to ignore multiple disclaimers on a paper document and could still choose to publicly release the documents. Mr. Pedersen inquired if he could make it clear in the agreement that if the documents were released there could be legal ramifications. Mr. Jennings agreed that there needs to be appropriate disclaimers throughout specifying that the documents cannot be altered.

Mr. Pedersen stated that he feels there needs to be further discussion on the process for obtaining applications from interested charitable organizations. Mr. Mateyko stated he is more concerned that the agreement clearly distinguishes from any type of a commercial relationship and indicates that neither the College nor the Instructor would receive compensation over an established period of time.

Committee members made additional suggestions regarding the Community Project Agreement including the importance of ensuring that it is noted on the agreement that the selected client has liability insurance. Mr. Pedersen explained that the Community Project Agreement that the subcommittee members were reviewing is based on that of the Savannah College of Art and Design and Delaware Tech had been granted permission to model their agreement from it. Mr. Pedersen will follow up with Delaware Tech legal counsel as to whether the language can be altered.

Mr. Pedersen emphasized how pleased he is that a licensed architect will not be required for the Service Learning Project. Mr. Pedersen went on to say that by carefully delineating the terms of the project he is optimistic that the Stanton and Terry campuses may also be able to utilize the program.

BOA members agreed that there should be a disclaimer on each document to ensure that the documents cannot be taken to a contractor, as well as an agreement that the client agrees to

that they cannot violate any state, county, or municipal law with regard to the use of the documents.

Mr. Pedersen will amend the Community Project Agreement to include Board member's suggestions and will provide an updated copy at the next meeting to be reviewed.

**Next Scheduled Meeting**

The next meeting will be held on January 16, 2013 at 2:00 p.m. at Delaware Technical Community College Owens Campus.

**Adjournment**

With no further business before the subcommittee, the meeting adjourned at 3:55 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Meaghan Jerman".

Meaghan Jerman  
Administrative Specialist II

*The notes of this meeting are not intended to be a verbatim record of the topics that were presented or discussed. They are for the use of the Board members and the public in supplementing their personal notes and recall for presentations.*